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# Terms of Reference

# Municipal Development Program

# Senior Energy Efficiency Advisor

## Background

*<Situation of municipalities in the country, rationale for the project.>*

## Objective of the Assignment

## The main objective of these terms of reference is to assist the [country] project management unit in implementing the energy efficiency pilot component. The activity will also support energy efficient practices in cities and, specifically in identifying and implementing fairly simple and replicable energy efficiency improvements to save [country]’s municipalities energy and, more importantly, money. The lessons learned from this pilot will be disseminated and encourage small cities, the scale of [country] cities, to invest in energy efficiency and will likely provide inputs to future phases of the program.

## Scope of Activities

A Senior Energy Efficiency Advisor is needed to assist the project unit further develop and launch the energy efficiency component. The Advisor’s tasks include, but not limited to, the following:

1. Assist the [municipal development program] team in defining the scope of the energy efficiency component. This will include participating in the project launch workshop, possibly making a simple presentation on what a typical municipal energy efficiency project may look like and its costs and benefits, working with the counterparts to develop criteria for municipalities to participate in the program, identify simple and replicable measures that could form the focus for the pilot (e.g., street lighting), offer options for how the program can be organized and implemented;
2. Prepare Terms of Reference, as appropriate, for Energy Audits in target end uses of select municipalities. Additional guidance on the implementation of the audits, whether full-scale audits or small samples are needed, sharing publicly available audit templates and/or spreadsheet tools (from international sources), identifying possible firms to carry out the audits, developing budget estimates, etc.;
3. Advise the [municipal development program] team through the procurement of energy auditors, including recommendations on evaluation criteria, review of draft contract, etc. The audit reports should provide sufficient analysis of key energy-using systems, determine the costs and benefits from various alternative systems, and recommend an investment and implementation plan to realize the energy efficiency gains identified. The audits needs not be full facility audits, but can focus on a few high energy saving, simple measures.
4. Review the draft audit reports once available for completeness, quality of data and analysis and technical competency of recommendations in the investment plans. Given the difficult conditions in the region, issues related to power quality, reliability, availability of equipment/spare parts, local know-how with repairs and maintenance, etc. should also be considered when reviewing the audit recommendations.
5. Defining equipment procurement process and guidance to relevant the [municipal development program] staff (3 to 5 persons) on the process, common pitfalls, management plan, schedule, etc. Recommendations on developing technical specifications, typical delivery schedules, installation and commissioning, etc. as well as ways to ensure quality of goods received, warranty provisions, etc. should also be discussed. Any case studies from other countries that document this process would be very helpful.
6. Writing a final report laying out, in a language accessible to non-technical municipal staff, the choices made in the definition of the project scope, the conclusion of the audits, the recommended investments, the expected energy savings, institutional arrangements and potential issues, and recommendations for follow-on investments, capacity building needs, etc.

## Deliverables and Schedule

The table below presents the main deliverables of the assignment and their schedule:

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| **Deliverable** | **Schedule** |
| Definition of the project scope | 4 weeks after signing contract |
| Presentation of the project scope | Date of the project launch workshop |
| Preparation of audit tools | 8 weeks after signing contract |
| Guidance on procurement procedures | 10 weeks after signing the contract |
| Issue of final report | 4 weeks after completion of energy audits |